



# CALIFORNIA AIR RESOURCES BOARD

## ***CAREER EXECUTIVE ASSIGNMENT***

**POSITION:** CHIEF, MOBILE SOURCE OPERATIONS DIVISION  
**LEVEL:** CEA 2  
**SALARY:** \$7302 - \$8051  
**FINAL FILING DATE:** MAY 19, 2006

### **POSITION INFORMATION**

Under the administrative direction of the Executive Officer, Air Resources Board (ARB), plans, organizes and directs the work of the Mobile Source Operations Division which is comprised of multidisciplinary professional engineering, scientific, technical, and analytical staff; formulates mobile source policy; acts as part of the Executive Staff in the identification of issues, formulation of policies, and development of strategies to best meet program objectives; represents the Board in negotiating issues related to regulations with vehicle manufacturers, federal, State and local agencies, and the general public.

### **MINIMUM QUALIFICATIONS**

Applicants must meet the following qualifications:

#### **Either I**

Must be a civil service employee with permanent civil service status.

#### **Or II**

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

#### **Or III**

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992.

In addition to one of the above, applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of the following:

- Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the Department's or Agency's Equal Employment Opportunity (EEO) Program objectives; and a manager's role in EEO.
- Ability to plan, organize and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies, organizational procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide variety of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's or Agency's EEO objectives.

# EXAMINATION ANNOUNCEMENT

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These abilities and knowledge are expected to be obtained from broad administrative or program manager experience with substantial participation in the formation, operation, and/or evaluation of program policies. (Experience may have been paid or volunteer, in state service, other governmental settings or in a private organization.)

### DESIRABLE QUALIFICATIONS

Applications will be screened and evaluated on the basis of the candidate's ability to meet the following desirable qualifications:

- Managerial/supervisory experience that has demonstrated leadership, creativity, and sound judgment in directing a complex, scientific air quality program
- Broad and extensive technical/scientific education, experience, and training
- Experience in programs and operations of the ARB and the California Environmental Protection Agency
- Ability to establish and maintain effective working relationships with federal, State, and local air quality officials, citizen groups, and stakeholders
- Ability to gain the confidence and support of top level administrators and Board members
- Ability to coordinate with federal, State and local regulatory agencies on mobile source issues
- Well-developed interpersonal skills and the ability to communicate effectively
- Ability to formulate and implement sound policy recommendations on environmental issues

### EXAMINATION PROCESS




The application form submitted **MUST** be accompanied by a Statement of Qualifications detailing the experience, knowledge, ability or potential to meet the Desirable Qualifications. The Statement of Qualifications should be no longer than three pages. (Resumes do not take the place of the Statement of Qualifications.)

A CEA Review Panel will screen all qualified job-related education and experience in relation to other qualified applicants. Should the review panel find it necessary, interviews of the most qualified candidates may be conducted. The review panel will then provide its evaluation of the competitive group to the Executive Officer who will make the final selection.

Each candidate will be assigned a rating and will be notified in writing of their final score. In order to be successful in this examination, a minimum rating of 70.00% must be attained. The results of this examination will be used solely to fill the position identified on this examination announcement.

### FILING INSTRUCTIONS

All interested applicants should submit a standard State Application form (Std. 678), a resume, and the Statement of Qualifications detailing how they possess or meet the Desirable Qualifications to the California Air Resources Board, Human Resources Branch, 1001 "I" Street, Sacramento, CA 95814, Attention: Katrina Hollingsworth by 5:00 p.m. on the final filing date. Questions concerning this position should be directed to Katrina Hollingsworth at (916) 323-4957.

<p>For more vacancy and exam information contact:</p>  <p><a href="http://www.arb.ca.gov/jobs/job.htm">www.arb.ca.gov/jobs/job.htm</a></p>	<p>TTY/TDD/Speech-to-Speech users may dial 711.</p>  <p>The California Relay Service.</p>	<p>For reasonable accommodations, please call (916) 323-4916</p> 	<p>An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.</p> <p>It is an objective of the State of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.</p>
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